

SECTION D PACKAGING AND MARKING

1. PACKAGING AND MARKING

Packaging and marking **shall** conform to the Comprehensive Procurement Guideline (40 CFR 247) **to the extent practicable**. The Comprehensive Procurement Guideline identifies products made with recovered material (see **Product Fact Sheets at: <http://www.epa.gov/cpg>**). Summarized applicable requirements may include:

MISCELLANEOUS PRODUCTS			
Printing and Writing Papers			
Product	Notes	Postconsumer Recovered Content	Total Recovered Content
Pallets:			
Wood		95 – 100%	-
Plastic		100%	-
Thermoformed		25 – 50%	-
Paperboard		50%	-
Manual-Grade Strapping:			
Polyester		50-85%	-
Polypropylene		-	10-40%
Steel*		16%	25-30%
		67%	100%

* The recommended recovered materials content level for steel in this table reflect the fact that the designated items can be made from steel manufactured from either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (EAF). Steel from the BOF process contains 25-30% total recovered materials, of which 16% is postconsumer steel. Steel from the EAF process contains a total of 100% recovered steel, of which 67% is postconsumer.

PAPER PRODUCTS			
Paperboard and Packaging Products			
Product	Notes	Postconsumer Recovered Content	Total Recovered Content
Corrugated Containers:			
<300 psi >300 psi	Used for packaging and shipping a variety of goods.	25 – 50% 25 – 30%	25 – 50% 25 – 30%
Solid Fiber Boxes	Used for specialized packaging needs.	40%	40%
Folding Cartons	Used to package a wide variety of hardware.	40 – 80%	100%
Industrial Paperboard	Used to create tubes, cores, cans, and drums.	45 – 100%	100%
Miscellaneous	Includes “chipboard” pad backings, book covers, covered binders, and mailing tubes.	75 – 100%	90 – 100%
Padded Mailers	Made from Kraft paper that is usually brown, but can be bleached.	5 – 15%	5 – 15%
Carrierboard	A type of folding carton designed for multipack cartons.	10 – 15%	10 – 100%
Brown Papers	Used for bags and wrapping paper.	5 – 20%	5 – 40%

PAPER PRODUCTS (CONTINUED)			
Printing and Writing Papers			
Product	Notes	Postconsumer Recovered Content	Total Recovered Content
Envelope	Wove; Kraft, white, and colored (including manilla); Kraft, unbleached; Excludes custom envelopes.	30% 10 – 20% 10%	30% 10 – 20% 10%
Cotton Fiber	High-quality papers used for stationary, invitations, currency, ledgers, maps, and other specialty items.	30%	30%
Text and Cover	Premium papers used for cover stock, books, and stationary and matching envelopes.	30%	30%
Supercalendered	Groundwood paper used for advertising and mail order inserts, catalogs, and some magazines.	10%	10%
Machine Finished Groundwood	Groundwood paper used in magazines and catalogs.	10%	10%
Coated	Used for annual reports, posters, brochures, and magazines. Have gloss, dull, or matte finishes.	10%	10%
Carbonless	Used for multi-impact copy forms.	30%	30%
Index and Card Stock	Used for index cards and postcards.	20%	50%
Pressboard	High-strength paperboard used in binders and report covers.	50%	20%
Tags and Tickets	Used for toll and lottery tickets, licenses, and identification and tabulating cards.	20%	20 – 50%

PAPER PRODUCTS (CONTINUED)			
Newsprint			
Product	Notes	Postconsumer Recovered Content	Total Recovered Content
Newsprint	Groundwood paper used in newspapers.	20 – 85%	20 – 100%

NON-PAPER PRODUCTS			
Paperboard and Packaging Products			
Product	Notes	Postconsumer Recovered Content	Total Recovered Content
Recycling Containers and Waste Receptacles:			
Plastic		20 – 100%	-
Steel	The recommended recovered materials content levels for steel in this table reflect the fact that the designated item is generally made from steel manufactured in a Basic Oxygen Furnace (BOF). Steel from the BOF process contains 25 – 30% total recovered materials, of which 16% is postconsumer steel.	16%	25 – 30%
Paper:			
- Corrugated		25 – 50%	25 – 50%
- Solid Fiber Boxes		40%	-
- Industrial Paperboard		40 – 80%	100%

NON-PAPER PRODUCTS (CONTINUED)			
Paperboard and Packaging Products			
Product	Notes	Postconsumer Recovered Content	Total Recovered Content
Binders	Paper-Covered	75 – 100%	90 – 100%
Trash Bags – Plastic		10 – 100%	-
Toner Cartridges	EPA recommends the return of used toner cartridges for remanufacturing and reuse or purchase a remanufactured or recycled-content replacement cartridge.	EPA recommends the return of used toner cartridges for remanufacturing and reuse or purchase a remanufactured or recycled-content replacement cartridge.	EPA recommends the return of used toner cartridges for remanufacturing and reuse or purchase a remanufactured or recycled-content replacement cartridge.
Printer Ribbons	EPA recommends the procurement of printer ribbon reinking or reloading services, or of reinked or reloaded printer ribbons.	EPA recommends the procurement of printer ribbon reinking or reloading services, or of reinked or reloaded printer ribbons.	EPA recommends the procurement of printer ribbon reinking or reloading services, or of reinked or reloaded printer ribbons.
Plastic Presentation Folders		90%	90%

2. **PACKING SLIPS, STATEMENT OF WARRANTY, DRAWINGS AND INSTRUCTIONS**

A. Packing slips, in duplicate, shall be included with each shipment and shall contain the following information:

- (1) Park name and/or region and shipping address;
- (2) Order Number; and
- (3) Item code, description, quantity ordered, quantity shipped, unit price, extended price for each separate type of item shipped, and total order price.

A separate receipt shall also be included for the COTR to sign and return to the Contractor.

B. Copies of all packing slips and signed receipts shall be retained by the Contractor for the duration of the contract and shall be available to the Government for examination.

C. The Contractor shall include with each delivered order, either included on the packing slip or as a separate notice, a statement of warranty of or for the delivered goods.

D. Included with the package, a drawing and written instructions explaining any required assembly, installation or maintenance of the sign(s).

E. Signs shall be packaged in a manner that minimizes the cost of packaging and shipment while maximizing the convenience of the recipient. When reasonable, individual signs shall be packed (unassembled) in a single container that includes all components related to that sign, along with necessary assembly instructions. When multiple signs of the same type are shipped, like components from each sign may be packaged together. However, care shall be taken to see that all components arrive simultaneously and that the packages are marked to ensure that the recipient readily understands where each of the related components may be found.